

**DEPARTMENT OF THE ARMY**  
**Headquarters, U.S. Army Cadet Command**  
**Fort Monroe, Virginia 23651-5000**

05 April 2000

Expires 15 December 2000

**Reserve Officers' Training Corps**  
**2000 ROTC ADVANCED CAMP: CADRE INFORMATION**

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**Purpose.** This circular provides information to cadre (ROTC, 2LT, USAR, IRR, and NG) assigned duties at the 2000 ROTC Advanced Camp.

**Applicability.** This circular applies to all active and reserve component personnel assigned duties at the 2000 ROTC Advanced Camp. Familiarize yourself with this document and with the 2000 ROTC Advanced Camp Cadet Information Circular 145-00-2. For convenience, the terms he, him, and his represent both male and female soldiers. Active Component, AGR, MPRI Contractors and TPU Alternate Staff Study personnel.

**Suggested Improvements.** Send comments and suggested improvements on DA Form 2028, to Commander, Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

**Distribution.** For distribution to 2000 ROTC Advanced Camp cadre from the National Guard, USAR, and Cadet Command.

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**1.** Please incorporate the following changes to the previously issued draft of Cadet Command Circular 145-00-03, dated 28 January 2000. Instructions for all changes are formatted to reference, by page number, the previously annotated text first (Noted by "AS READS"), followed by the corrected text (Noted by "SHOULD READ"). All corrections to information within appendices is highlighted in yellow within the appendix itself. Changes/Updates to any relevant appendices can be found at the end of this document.

**PAGE 3**

AS READS: **CHIEF P&A PHASE II**  
DANIEL SCHWAB, OREGON STATE UNIVERSITY

SHOULD READ: **CHIEF P&A PHASE II**  
JAMES CLEGG, UNIVERSITY OF MONTANA

**PAGE 4**

AS READS: d. REPORTING /IN-PROCESSING  
PARAGRAPH (1)(a)  
(a) All Cadet Command soldiers , and National Guard STX Lane Support Soldiers. Report to P&A, Building 9D51 North Fort Lewis, for accountability, inprocessing, and billeting.

SHOULD READ: d. REPORTING /IN-PROCESSING  
PARAGRAPH (1)(a)  
(a) All Cadet Command soldiers , and National Guard STX Lane Support Soldiers. Report to P&A, Building 9D31 North Fort Lewis, for accountability, inprocessing, and billeting.

**PAGE 5**

AS READS: G. GETTING YOUR ROOM.  
PARAGRAPH (1) Early Arrivals  
(1) Early Arrivals. If you arrive earlier than the report date on your orders and facilities are available; you will be automatically billeted on North Fort Lewis in temporary billeting at your own expense (\$10.00 per night).

SHOULD READ: G. GETTING YOUR ROOM.  
PARAGRAPH (1) Early Arrivals  
(1) Early Arrivals. If you arrive earlier than the report date on your orders and facilities are available; you will be automatically billeted on North Fort Lewis in temporary billeting at your own expense (\$10.50 per night).

AS READS: G. GETTING YOUR ROOM.  
PARAGRAPH (3) Lewis Hall Residents  
Room rates at Lewis Hall are \$35.00 per day.

SHOULD READ: G. GETTING YOUR ROOM.  
PARAGRAPH (3) Lewis Hall Residents  
Room rates at Lewis Hall are \$41.00 per day.

**PAGE 6**

AS READS: G. GETTING YOUR ROOM  
PARAGRAPH (6)  
(6) Arrivals on or after 30 May, **during** the duty day (0800-1630).  
Keys for assigned rooms are issued at Building 9D51.

SHOULD READ: G. GETTING YOUR ROOM  
PARAGRAPH (6)  
(7) Arrivals on or after 30 May, **during** the duty day (0800-1630).  
Keys for assigned rooms are issued at Building 9D31.

AS READS: H. TRAVEL CAMP  
PARAGRAPH (2)  
The Travel Camp costs \$11.00 per day or \$70.00 per week.

SHOULD READ: H. TRAVEL CAMP  
PARAGRAPH (2)  
The Travel Camp costs \$85.00 per week.

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AS READS: 8. DEPARTURE FROM CAMP  
PARAGRAPH a.(4)  
(4) Active Component. Report to P&A Building 9D51 (Bottom Floor) up to 3 days prior to scheduled departure to pick up your clearance form.

SHOULD READ: 8. DEPARTURE FROM CAMP  
PARAGRAPH a.(4)  
(4) Active Component. Report to P&A Building 9D31 (Bottom Floor) up to 3 days prior to scheduled departure to pick up your clearance form.

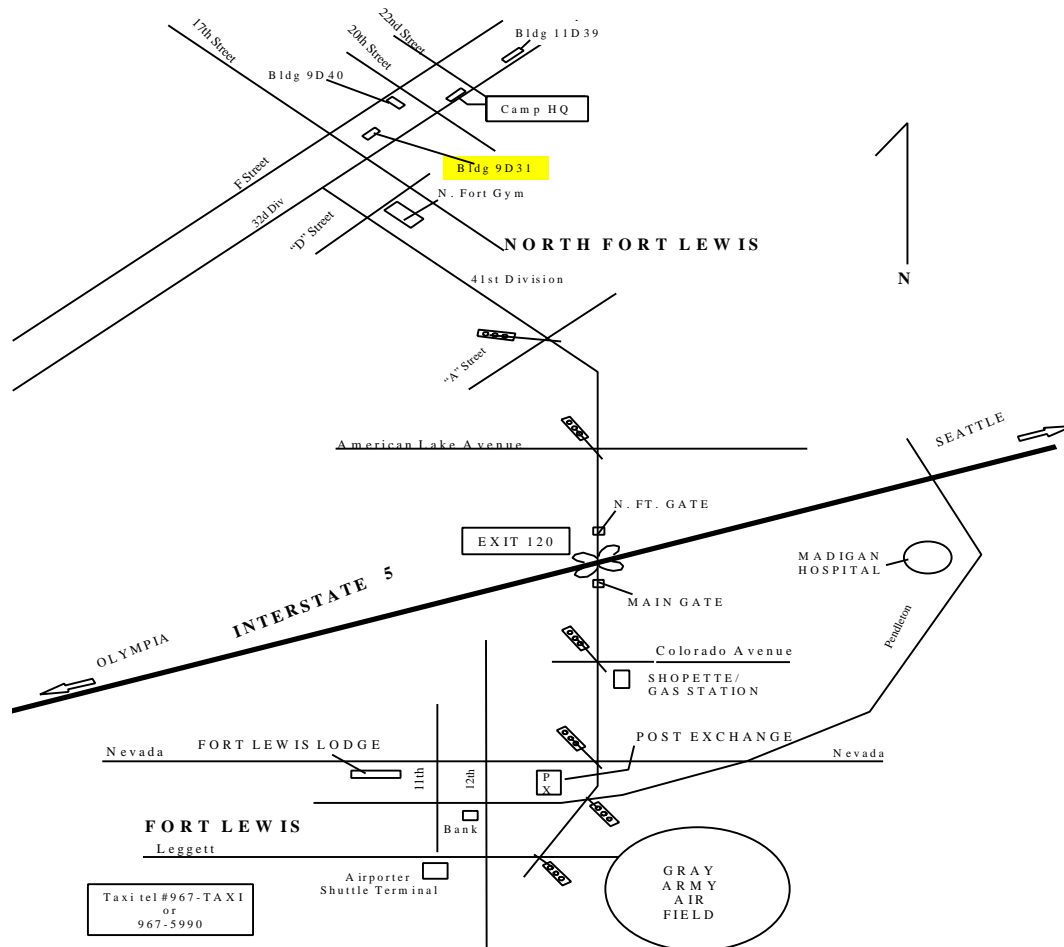
**APPENDIX A-1**

SEE EXAMPLE PROVIDED (CHANGES ARE HIGHLIGHTED IN YELLOW)

**APPENDIX C-1**

SEE EXAMPLE PROVIDED (CHANGES ARE HIGHLIGHTED IN YELLOW)

APPENDIX A - MAP OF NORTH FORT LEWIS AND FORT LEWIS



APPENDIX C – Example Cadre Travel Order, Format 400 for Advanced Camp

«Appropriate Letter Head»

TDY ORDER

DATE

«LastName», «SSN», «Rank», «University»

You are to proceed on temporary duty as shown below and are to return to your permanent station upon completion of the duty. You will submit a travel voucher for this travel IAW (i) below.

TEMPORARY DUTY AT: Fort Lewis, Washington

PURPOSE: To attend the USA ROTC Cadet Command Advanced Camp 2000.

REPORT DATE: «report date»

**\*EARLY REPORT NOT AUTHORIZED**

NUMBER OF DAYS: «days (tdy, pass, leave and travel inclusive)»

PROCEED DATE: «days (tdy, pass, leave and travel inclusive)»

DEPARTURE DATE: «date»

SECURITY CLEARANCE: N/A

MODE OF TRAVEL: POV or GTR

ACCOUNTING CLASSIFICATION:

**\*EXCEPTIONS TO EARLY RPT: GUAM, HAWAII, PUERTO RICO, AMERICAN SAMOA**

Additional Instructions: (a) Personnel will report to Building #9D31, NET 0800 and NLT 1630 hours on the date listed above. Weapons will not be transported incident to travel. (b) Duty Uniform for Camp: BDU's w/boots. (c) Travel will be at Government expense, GTR Cost is \$\_\_\_\_\_. Use of privately-owned conveyance is authorized for the convenience of the individual and will be limited to constructive cost of common carrier transportation plus transportation to and from the airport. (Number of POV miles, one-way:\_\_\_\_\_). Reimbursement will be at the current rate as prescribed in JFTR Volume 1, U4125-A, para 2. In and around mileage is not authorized. Individuals driving government vehicles in support of Advanced Camp are allowed travel days in conjunction with JFTR. If delayed en route, notify your chain of command. If you cannot contact your chain of command, call the P & A Division at 1-(253)-967-9890. (d) If travel is by common carrier, mode of transportation will be determined by the Transportation Officer who will issue a round trip GTR as required. Purchase of airline ticket thru private travel agency is not authorized. Excess baggage reimbursable up to \$100 is authorized. Paid receipt from the airline required for reimbursement. (e) Guidance concerning settlement of travel claims upon return from Camp and claims for Family Separation Allowance will be provided to each cadre member when in-processing at Camp. (f) Billeting will be provided on contract basis at no cost to the individual. Government meals are available and directed. (g) Rental car not authorized. (h) Service member will be attached to the above command for administration of award and UCMJ actions. (i) Within five working days after completion of travel, request for reimbursement will be submitted on DD Form 1351-2 (Travel voucher or subvoucher) with 3 copies of settlement, orders and receipts to Defense Finance & Accounting Service-Rome, ATTN: DFAS-RO/FPT, 325 Brook Road, Rome, NY 13441-4527.

Format 400

FOR THE COMMANDER:

DISTRIBUTION:  
INDIVIDUAL (5)

**GARY A. LEWIS**  
CHIEF, PROGRAM AND BUDGET

WILLIAM I. FOX  
MAJ, FA  
CHIEF, CAMPS BRANCH